



The Department of Personnel Services, Employment Services Division announces the exam for:

Secretary

Exam # 28378-B

Approximate Monthly Salary: \$3,373.86 - \$4,101.18

DESCRIPTION

Secretaries perform a wide variety of secretarial and clerical tasks requiring typing, and may require the use of oral dictation and transcribing skills. Incumbents serve as a secretary to one or more administrators which would include an assistant department head, deputy director, division chief, or equivalent administrator. Some positions may have lead responsibility over journey and entry staff levels of other clerical series, or may be assigned specialized work or special projects involving a variety of complex and highly responsible secretarial tasks, or highly technical and related non-routine duties of an administrative nature requiring a wide latitude for independent action.

Some positions may be designated "confidential" in nature, in accordance with the County Employee Relations Ordinance.

MINIMUM QUALIFICATIONS

Proof of ability to type from clear copy at the rate of 45 net words per minute;

AND

Any combination of education or experience or training that would likely provide the required knowledge and abilities. Typical ways to obtain the knowledge and abilities would be:

Two years of secretarial/clerical experience. Education from a college or business school that is directly related to the knowledge and abilities of this class may be substituted on a month-for-month basis, for up to one year of the required two years' experience

**This is a limited continuous filing exam with two cut-offs:
5:00 PM on 4/26/19 and 5/31/19 (Final Cut-Off).**

Please see job announcement for important testing information. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.

IMPORTANT REMINDER REGARDING PROVISIONAL APPOINTMENTS

- Provisional employees in this class should file for this examination.
- Individuals in provisional positions must be reachable on the eligible list to be considered for permanent appointment.
- If a provisional is not reachable, it is the appointing authority's responsibility to take the appropriate action to terminate the appointment. Civil Service Rule 7.5 states, "Provisional appointments shall terminate within twenty (20) calendar days after the date on which the eligible list is established."